

2012 INTEGRATED REPORT REVIEW PROCESS

Instructions for State and Regional Users

The ATTAINS review site (http://epareview.induscorp.com/waters/ir/index_review.htm) allows regional and state users to review 305(b) assessment unit and 303(d) listed water data in the same format it will appear on EPA's ATTAINS website (<http://www.epa.gov/waters/ir/>). Changes to data can be requested through the accompanying review spreadsheet. Although the term "Integrated Report" may be found on the ATTAINS website and in review materials forwarded to users, the review process is the same for those states submitting non-integrated data.

This document contains the following sections:

- 1) 305(b) Data Review Process instructions (Section A);
- 2) 303(d) Data Review Process instructions (Section B);
- 3) How to submit completed 305(b) and 303(d) reviews (Section C); and,
- 4) An example summary table with a description of each row (Appendix A).

States submitting integrated data should complete both processes. States submitting only one type of data should follow the related process.

EPA will open a review by sending an email to the appropriate regional user(s) that contains the following items:

- 1) A link to the ATTAINS state report on the review server. The username for the review website is Nonresponsive and the password is Nonresponsive
- 2) A review spreadsheet containing 305(b), 303(d), or both types of data (IR), depending on the type of data submitted.
- 3) An IR Data Questions document containing summary and QC information from the contractors who processed the data.

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A. 305(b) DATA REVIEW PROCESS

A.1 VERIFY THE STATE 305(b) WEBSITE LINK

To QC 305(b) data, the contractor searches the state's electronic report for summary information regarding the total state sizes of assessed waters, designated uses, causes of impairment, and sources of impairment, and compares the published sizes to those in ATTAINS summary reports.

Note: ADBv2 users have access to and can run the same summary reports used by the contractors.

- 1) Near the top of the IR Data Questions document, find the table that looks like Figure 1 below.

Figure 1: Submittal information summary from IR Data Questions document

State:	
Date:	
Contractor:	
State Submittal Information:	
Contact Name:	
Email:	
Phone # :	
Database Format:	
Date Received:	
Database Comment:	
State 305(b) Website:	

- 2) The *State 305(b) Website* field (highlighted above) contains a link to the electronic report the contractor used to QC the data.
 - a) If the report used for the QC does not match that associated with the data submission, the 305(b) summary information provided in the IR Data Questions document may not be meaningful.
 - b) If the contractor is unable to locate an electronic report, they will be unable to perform a QC, which will be noted. In this case, you can proceed to step A.3.

A.2 REVIEW SUMMARY INFORMATION

Summary tables by water type are only provided when there are differences between the electronic report and the ATTAINS database. If differences exist between the electronic report and the ATTAINS database, you can either:

- a) Accept the differences and publish the data; or,
- b) Perform an analysis of the ATTAINS data to find the specific discrepancy or discrepancies at the assessment unit, designated use, cause, and/or source level, and, optionally, request changes.

A.2.1 Accept Data without Changes and Request Publication

For this option, simply acknowledge the difference(s) in an email to the EPA HQ point of contact for your Region EPA, stating your approval to publish the ATTAINS database sizes on EPA's website.

A.2.2 Perform Analysis and (Optionally) Request Data Changes

A.2.2.1 PERFORM ANALYSIS

- 1) On the state report on the ATTAINS review website (see the link in the review email), find the Assessment Summary table near the top of the report (Figure 2). Ensure the summary sizes by waterbody type are correct. See the Appendix for more information on the Assessment Summary table.
- 2) Scroll through the remainder of the state report and check the summary charts for the designated uses, causes, and sources to ensure they appear correct.

A.2.2.2 REQUEST CHANGES

If you identify errors with the ATTAINS data, you can request changes using the Data Changes worksheet in the review spreadsheet. *If you have more than 30 data change requests, please consult with EPA before filling out the Data Changes worksheet as EPA may request a complete resubmission instead.*

Notes:

- To make a change to a cause of impairment, you must include all the affected uses.
- To make a change to a source, you must include all affected designated uses and causes.
- If you need to change the EPA category of a cause of impairment to 4a or 4b, please use the Comment column to include a TMDL ID (category 4a) or Expected to Attain Date (4b).
- You can also use the Comment column to provide other information not specifically requested by the template, such as assessment unit size or waterbody type.

A.2.2.3 VERIFY CHANGES

Once the contractor has made the requested changes, make sure the state database is updated with the same changes so it remains in sync with ATTAINS.

A.3 REVIEW/COMPLETE THE 305(b) WORKSHEETS OF THE REVIEW SPREADSHEET

Review/complete the following 305(b) worksheets:

- 1) **305(b) Cycle Tracking Matches** (in IR review spreadsheets, you will need to scroll past the 303(d)-related worksheets): This worksheet contains Assessment Unit ID matches between 2012 and the prior cycle and was generated using any cycle tracking data included in the data submission, supplemented by the contractor using pattern matching. Unless your state had a lot of resegmentation or a large shift in ID format since the prior cycle, you can simply scan this worksheet for completion.
- 2) **305(b) Unreconciled Waters**: This worksheet contains any assessment units from the prior cycle that do not exist in the 2012 data. If you are able to match any of these Assessment Unit IDs up to a 2012 Assessment Unit ID, use the 305(b) Cycle Tracking Matches worksheet to do so. After adding the match, please highlight the new row in yellow so the contractor can find it and make the change.
- 3) **305(b) Cause Tracking Matches**: The data on this worksheet is automatically generated by the contractor using a special cause-matching table. You can simply scan it for completion.
- 4) **305(b) Unreconciled Causes**: This worksheet contains any causes of impairment from the prior cycle that do not exist in the 2012 data. If the cause has been restored, you can select a Restored Reason from the drop down which appears when you put your cursor in a cell in that column. Please note that currently the restored reasons selected on this page will not be stored in the ATTAINS database and therefore this data is optional. This may change in future cycles; if so, EPA may return to old spreadsheets and input this data. If you are able

to match any of the unrestored causes to an existing 2012 cause, please use the 305(b) Cause Tracking Matches tab to enter the match, highlighting the row in yellow for the contractor to find.

- 5) **305(b) Assessment Unit HUCs:** This worksheet contains the 8-digit HUC(s) for each assessment unit, where it was supplied in the locational data for the assessment unit, or found in a prior cycle by the contractor. If there are any missing HUCs, you can fill them in (please highlight the row for the contractor to find), however, missing HUCs will also be automatically populated once the state's GIS data is processed, so any additions to this worksheet are optional. Please be aware that any rows missing HUCs will not appear in the ATTAINS watershed reports until the GIS data is in production.

***Users submitting integrated data should proceed to Section B – 303(d) Data Review Process.
Others should proceed to Section C – Submit the Review to EPA HQ.***

B. 303(d) DATA REVIEW PROCESS

B.1 OPEN ATTAINS REVIEW SITE OR REVIEW SPREADSHEET

You can conduct a 303(d) review using the ATTAINS review site or the review spreadsheet. To use the review site, find the gray “Review Links” box in the left navigation column of the ATTAINS state report (note: this box appears only on the review server; see Figure 2). This box contains links to web reports that match each of the 303(d) worksheets in the review spreadsheet.

While you can review the data in either format, you must use the review spreadsheet to request changes.

Figure 2: Review Links on the state report on the ATTAINS review site



B.2 REVIEW THE 303(d) GENERAL INFORMATION TABLE

- Find the 303(d) General Information table in the IR Data Questions document (see Figure 3). For integrated data reviews, the table will appear after the 305(b) section(s). Each of the “# of” rows in this table refers to a worksheet in the review spreadsheet. Except for “# of listed waters”¹, the numbers in this table will match the count of rows for the respective worksheet.

Figure 3: 303(d) General Information from IR Data Questions document

State	
Cycle	
Data source and type	
Date received	
# of listed waters	
# of causes of impairment	
# of waters reconciled with previous cycle	
# of unreconciled waters from previous cycle	
# of causes reconciled with previous cycle	
# of unreconciled causes from previous cycle	
# of delisted causes reported	
# of delisted causes found in ATTAINS	
# of delisted causes “possible match” in ATTAINS	
# of delisted causes not found in ATTAINS	

¹ When a listed water has more than one listed water type and/or HUC8, the total number of rows on the 303(d) Listed Waters worksheet may be greater than the number in the “# of listed waters” field.

- 2) Confirm that the “# of listed waters” is the number of unique waters and that the “# of causes of impairment” is the number of listed water/cause combinations on the 303(d) list. The other numbers are provided just for your information and do not require any confirmation.

B.3 REVIEW THE HARDCOPY 303(d) REVIEW TABLE IN THE IR DATA QUESTIONS DOCUMENT

Find the Hardcopy 303(d) Review table in the IR Data Questions document (see Figure 4). This information is provided as a reference and does not require a response unless a specific question was asked by the contractor in the Comments section that follows it. (The Comments section will only appear if the contractor has questions.)

Figure 4: Hardcopy 303(d) Review section of the IR Data Questions document

Hardcopy 303(d) Review

Location of state 303(d) report	homepage: document:
Compare format of List IDs – do they align with past cycle? Does there seem to be a lot of resegmentation?	
Spot check of waters for completeness (verify that all causes of impairment show up)	
Is the total # of impaired waters reported and does it match submitted data?	
Is the total # of causes reported and does it match submitted data?	

Field descriptions:

- 1) *Location of state 303(d) report:* A link to the electronic report the contractor used to QC the data. If the report used for the QC does not match that associated with the data submission, the QC information in the rows below it may not be meaningful.
- 2) *Compare format of List IDs:* The contractor will enter a brief description of the method used for cycle tracking the List IDs back to the prior cycle.
- 3) *Spot check waters for completeness:* The contractor will randomly select a small percentage of causes on the 303(d) Impairments tab of the review spreadsheet and look for them in the electronic report to see if the two data sources align.
- 4) *Is the total # of impaired waters reported and does it match submitted data?* The contractor will skim through the electronic report to see if the number of waters on the 303(d) list is stated anywhere, and if so, compare it to the number of listed waters in the database.
- 5) *Is the total # of causes reported and does it match submitted data?* The contractor will skim through the electronic report to see if the number of listed water/cause combinations on the 303(d) list is stated anywhere, and if so, compare it to the number of causes in the database.

B.4 REVIEW AND/OR COMPLETE THE 303(d) PORTIONS OF THE REVIEW SPREADSHEET

Review and/or complete the 303(d) portions of the review spreadsheet:

- 1) **303(d) Listed Waters:** This worksheet contains waterbody-level information about the 2012 303(d)-listed waters. An individual water may appear more than once if it has more than one waterbody type and/or HUC8; therefore, the total number of rows on this worksheet may not be the same as the number of waters on the 303(d) list. To make changes:
 - a) IR states: Use the Data Changes worksheet to request the change (see Step 6 of the 305(b) Data Review Process).
 - b) Non-IR states: Mark the change directly on the 303(d) Listed Waters worksheet and highlight it in yellow for the contractor to find.
- 2) **303(d) Impairments:** This worksheet contains all 2012 303(d) causes of impairment. To make changes:
 - a) IR states: Use the Data Changes worksheet to request the change (see Step 6 of the 305(b) Data Review Process).
 - b) Non-IR states: Mark the change directly on the 303(d) Impairments worksheet and highlight it in yellow for the contractor to find.
- 3) **303(d) Cycle Tracking Matches:** This worksheet contains Listed Water ID matches between 2012 and the prior cycle and was generated using any cycle tracking data included in the data submission, supplemented by the contractor using pattern matching. Unless your state had a lot of resegmentation or a large shift in ID format since the prior cycle, you can simply scan this worksheet for completion.

Special note for IR states: If your state has submitted integrated data for two or more consecutive cycles and you have already made changes on the 305(b) Cycle Tracking Matches worksheet, you may skip this step because we will be able to copy the changes from that worksheet. If, however, this is your first IR submission (or you skipped a cycle), the 305(b) and 303(d) IDs may have differed from each other in the prior cycle and you may have to fill out both worksheets.
- 4) **303(d) Unreconciled Waters:** This worksheet contains any listed waters from the prior cycle that do not exist in the 2012 data and have not been delisted or restored. If you are able to match any of these Listed Water IDs up to a 2012 Listed Water ID, use the 303(d) Cycle Tracking Matches worksheet to do so. After adding the match, please highlight the new row in yellow so the contractor can find it and make the change.
- 5) **303(d) Cause Tracking Matches:** The data on this worksheet is automatically generated by the contractor using a special cause-matching table. You can simply scan it for completion.
- 6) **303(d) Unreconciled Causes:** This worksheet contains any causes of impairment from the prior cycle that do not exist in the 2012 data and have not been delisted or restored. Most of the review time will likely be spent on this worksheet.
 - a) A delisted reason of “TMDL Approved or established by EPA (4a)” will be pre-populated where a TMDL ID can be found for the cause of impairment. If you agree with the delisting reason, simply confirm to EPA the cause can be delisted.
 - b) Delisted reasons of “Other pollution control requirements (4b)” and “Not caused by a pollutant (4c)” may also be pre-populated for states submitting integrated data based on 305(b) data. If you agree with the delisting reason, simply confirm to EPA the cause can be delisted.
 - c) If the cause has been delisted or restored but the reason has not been pre-populated, select it from the drop-down that appears when the cursor is placed in the cell.
 - d) If there has been a change in impairment terminology, use the 303(d) Cause Tracking Matches worksheet to enter the match from the prior cycle to 2012. Highlight the row so the contractor can find it.

- e) If there has been an ID change, use the 303(d) Cycle Tracking Matches worksheet to enter the match from the prior cycle to 2012, highlighting the row so the contractor can find it.
 - f) The LIST_ID_RECONCILED column will be set to “Y” if List ID already appears on the 303(d) Cycle Tracking Matches page and “N” if it does not. Some users find this to be a useful filtering device to identify those waters that may not have been reconciled due to an ID change or resegmentation as opposed to those that may have been delisted or had an impairment terminology change. If this column is not useful to you, you can safely ignore it.
- 7) **303(d) Delisted in NTTS:** This worksheet contains causes that were marked as delisted in the data submission and which the contractor was able to find in NTTS and delist there. You can simply review this worksheet for completion.
 - 8) **303(d) Delisted Possible NTTS:** This worksheet contains causes that were marked as delisted in the data submission and which the contractor was able to find a cause in NTTS that was not an exact match but which fell under the same cause group. These matches require your approval or they will be ignored. If you approve the match, please copy the row to the 303(d) Delisted in NTTS worksheet and highlight the row for the contractor to find. If you do not approve the match, do nothing and the cause will not be delisted.
 - 9) **303(d) Delisted No Match:** This worksheet contains causes that were marked as delisted in the data submission and for which the contractor was not able to find a similar cause in NTTS. For states submitting integrated data, this may be because the cause was never previously in category 5 and therefore never on a 303(d) list. In that case, you can simply ignore it. If there are causes on this worksheet that you feel were definitely on a prior 303(d) list, first check to see if there may have been a Listed Water ID change that prevented the contractor from finding the cause in the prior cycle. Make a note of any prior IDs the segment may have gone by and highlight the row for the contractor to find. For other issues, it would probably be easiest to work directly with the contractor to address data on this worksheet.

Proceed to Section C – Submit the Review to EPA HQ

C. SUBMIT THE REVIEW TO EPA HQ

- 1) If you need to make changes to your data, return the completed review spreadsheet to EPA by responding to the email you received when the review was opened.

Notes:

- If there are a large number of changes, EPA may request a resubmission instead of making individual changes.
 - If EPA does agree to make individual changes, please ensure the state's database is updated with the same changes.
 - You can expect a revised review to be returned in 5 to 10 business days (possibly longer during particularly busy processing times). For minor changes, the contractor may not perform an additional QC unless requested.
- 2) If all data are correct, respond to the email you received when the review was opened with a statement of your approval to release the data to production. Once final approval is received from all appropriate regional and headquarters personnel, the data will be released to production within 5 business days (releases typically occur on Fridays; if approval is received later in a week, the data may be published on the following Friday). days.

APPENDIX A – EXAMPLE SUMMARY TABLE

Below is the assessment summary table (Figure 6) from Georgia's 2010 state report, followed by a description of each row. The water type group sizes in the assessment summary table are dynamically calculated from the assessment unit data and can only be changed by altering the detailed data in the database. If the sizes do not match what is published in the state's Integrated Report, you will have to drill down to the assessment unit level to determine where changes need to be made. Figure 2: Assessment Summary, Georgia's 2010 state report

Site-specific Targeted Monitoring Summary Results Georgia (2010)

Description of this table

	Size of Water			
	<u>Rivers and Streams (Miles)</u>	<u>Lakes, Reservoirs, and Ponds (Acres)</u>	<u>Bays and Estuaries (Square Miles)</u>	<u>Coastal Shoreline (Miles)</u>
<u>Good Waters</u>	5,610.0	244,957.0	49.0	276.9
<u>Previously impaired waters now attaining all uses</u>	88.0	25,979.0		
<u>Threatened Waters</u>				
<u>TMDL completed</u>				
<u>TMDL alternative</u>				
<u>Non-pollutant impairment</u>				
<u>TMDL needed</u>				
<u>Impaired Waters</u>	7,783.0	104,418.0	14.0	70.3
<u>TMDL completed</u>	6,338.0	98,104.0	14.0	40.0
<u>TMDL alternative</u>	19.0			
<u>Non-pollutant impairment</u>				
<u>TMDL needed</u>	1,426.0	6,314.0		30.3
<u>New TMDLs completed</u>	73.0	.0	.0	.0
<u>Remaining TMDLs needed</u>	1,353.0	6,314.0		30.3
<u>Total Assessed Waters</u>	13,393.0	349,375.0	63.0	347.3
<u>Total Waters</u>	70,150.0	425,382.0	854.0	Unavailable
<u>Percent of Waters Assessed</u>	19.1	82.1	7.4	Unavailable

- **Good Waters:** An assessment unit is said to have a status of "Good" if all designated uses are fully supporting and no use is threatened.
 - **Previously impaired waters now attaining all uses:** This row only appears on reports containing integrated data and comes from the 303(d) side of the database. This sum includes waters that were at one time 303(d)-listed and for which all 303(d)-listed causes of impairment have a WQS Attainment Reason.

- **Threatened Waters:** An assessment unit is said to have a status of “Threatened” if no uses are non-supporting (i.e. all uses are fully supporting not assessed, or have insufficient data) and at least one use contains a threatened flag. Although threatened uses are attaining standards, they require a TMDL and for this reason they require causes of impairment and are included with the Impaired Waters in all subsequent charts and tables in the state report. For an explanation of the TMDL completed, TMDL alternative, Non-pollutant impairment, and TMDL needed rows following the Threatened Waters row, please see the bullets under Impaired Waters.
- **Impaired Waters:** An assessment unit is said to have a status of “Impaired” if one or more uses are non-supporting. Reports containing integrated data will contain the following rows indicating TMDL Development Status. The TMDL Development Status of a water is considered to be the worst EPA category of all causes associated with that water. For example, a water with five category 4a causes and one category 5 cause will be in category 5.
 - **TMDL completed:** A water will have a TMDL Development Status of “TMDL completed” (4a) if one or more causes have a TMDL and no causes need a TMDL.
 - **TMDL alternative:** A water will have a TMDL Development Status of “TMDL alternative” (4b) if one or more causes have a TMDL alternative and no causes have or need a TMDL.
 - **Non-pollutant impairment:** A water will have a TMDL Development Status of “Non-pollutant impairment” (4c) if one or more causes do not have the CWA pollutant flag set and no causes have or need a TMDL, and no cause has a TMDL alternative.
 - **TMDL needed:** A water will have a TMDL Development Status of “TMDL needed” (5) if one or more causes need a TMDL. All causes default to category 5 if the supporting data of TMDL ID and Expected to Attain Date are not submitted. If the sums that appear in this row are higher than you expect, please ensure that this supporting data was submitted for all assessment units.
 - **New TMDLs completed:** This data comes from the 303(d) side of the database. It indicates waters that were in category 5 at the time the assessment data was submitted that have since had TMDLs entered for all causes. PLEASE NOTE: this number is not updated regularly on the review server and should not be part of the review process.
 - **Remaining TMDLs needed:** This number is the difference between the two rows above it, and does not factor into the review process.
- **Total Assessed Waters:** A water is considered to be assessed if it has one or more designated uses that have an attainment category other than “not assessed”. It is also the sum of the sizes in the Good Waters, Threatened Waters, and Impaired Waters rows.
- **Total Waters:** Unlike the other rows in this table, the total state size for each water type group is a static number that has been submitted to EPA. Unless a new size is submitted, sizes will roll over from cycle to cycle. EPA will request an updated size should the Total Assessed Waters size for a particular water type group be greater than the existing Total State Size. If EPA does not have a Total State Size for a water type group for which assessment data is submitted, “Unavailable” will appear in the table.
- **Percent of Waters Assessed:** This number is calculated from the two rows above it.